

05 Feb 2003

Memorandum for all NYWG Senior Members

From: 15 March SLS Director

Subject: Squadron Leadership School on 15-16 March 2003

1) There will be a Squadron Leadership School (SLS) given on Saturday March

15th and Sunday March 16th at the Mideast Group HQ at 130 Sicker Rd, Latham

NY. All senior members who have completed Level I and have been registered

in a Senior Programs specialty Track are encouraged to attend.

Completion

of an SLS is a requirement for Level II of the Senior Member professional

development program.

2) Attending this course will enhance a your performance at the squadron

level and increase your understanding of the basic functions of a squadron

and how to improve squadron operations. Topics covered include introductory

material on: aerospace education, military briefings, cadet programs, CAP

communications, core values, military correspondence, counter drug activities, customs and courtesies, correct uniform wear, the drug demand

reduction program, effective listening techniques, emergency services missions, liaison office roles, meeting planning techniques, the

corporate

organization of CAP, our professional Image, safety, senior programs, sexual

harassment and discrimination, and standards and evaluations. We will accomplish these objectives through classes in leadership and technical concepts, and group activities. To find out more about the course content,

you can visit the CAP professional Development web site at

[http://capnhq.gov/nhq/aeroed/AE\\_Web\\_Page/SeniorTrainingnew.htm](http://capnhq.gov/nhq/aeroed/AE_Web_Page/SeniorTrainingnew.htm) .

3) The course will run from 0800 to 1800 on Saturday 15 March with an informal banquet (casual attire) beginning at 1900, and from 0900 until 1630

on Sunday 16 March. The uniform of the day during the course will be Class A

Blues or Civilian Distinctive or Business Attire. Dress for the banquet

will be casual. Please make every effort to perfect your uniform before you

arrive (see CAPM 39-1, available at

[http://capnhq.gov/documents/webregulations/M039\\_001.pdf](http://capnhq.gov/documents/webregulations/M039_001.pdf) ) as we will be

having a mock uniform inspection with the intention of helping you to learn

the ins and outs of wearing the CAP uniform.

4) The cost of this activity is \$20 per person (students and staff) and

covers course materials, lunch on Saturday, Lunch on Sunday, the banquet on Saturday night, and light refreshments throughout the weekend. If you do not live in the immediate area, rooms are available at the Howard Johnson's Motel on Central Ave in Albany, NY (take exit 2W from the Northway) at a cost of \$55 per night for single or double occupancy. Please make your own reservations by contacting the hotel at (518) 869-0281 and mention that you are with the CAP group.

5) We are still actively seeking qualified senior members who have already taken this course to serve on the staff of this activity. This is one of the requirements for completing Level IV of the Senior Member professional development program. If you are interested, please contact Capt Daniel Stouch at either (617) 448-5700 or dstouch@rcn.com as soon as possible.

6) All students and staff wishing to participate must mail or fax a signed CAPF17 to Maj. Marylou Falco at:

Maj Mary Lou Falco  
SLS Assistant Activity Director  
2 Mildred Lane  
Latham, NY 12110 - 3519  
Fax: (775) 269-8312

Thank you, and if you have any questions about the course, or are interested in serving as part of the staff, please don't hesitate to contact one of us.

Capt Daniel Stouch  
Maj Marylou Falco  
Lt Col Anita Martin